

APPENDIX E-365 P

MATERIEL RECEIPT PROCESSING DATA, ANALYSIS OF

1. PURPOSE

This appendix describes the method of conducting a monthly analysis of materiel receipt processing which is developed from Materiel Receipt Documents (DD Form 1486), received by the DSCs from the distribution activities. This is required to identify problem areas causing below-target performance and to determine that actions are being taken or need to be initiated to achieve improvements.

2. APPENDICES USED IN THIS PROCESS

- a. Chapter 44.
- b. Appendix C-169, Materiel Receipt Processing, DLA(Q)1603(0), (DLA Form 453).
- c. Appendix E-269 P, Procedures for Preparing Report of Materiel Receipt Processing.
- d. Appendix F-51, Materiel Receipt Processing and Analysis.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

Review and Analysis Branch of the Plans, Programs and Analysis Division in the Office of Planning and Management or organizational unit designated by the DSC.

4. PROCEDURES/INSTRUCTIONS

- a. Review data used in preparation of Materiel Receipt Processing, DLA(Q)1603(0), appendix C-169, to determine where performance is below the prescribed on time standards for Materiel Receipts Processing; i.e., distribution activity and/or DSC.
- b. Appendix E-269 P provides details for the preparation of appendix C-169. Appendix F-51 includes specifications applicable to the production of Statistical Summaries referred to in appendix E-269 P which are required for the preparation of appendix C-169.
- c. Compare total volume of receipts, number on time and on time processing rates reflected in the current report with those indicated in the previous reports and review significant trend variations which may indicate transmission or procedural problems.
- d. Contact the distribution activities concerned where problems and/or statistical disparities are evident.
- e. Verify performance rates where necessary, obtain reasons for any below-target performances and determine actions required or being taken to overcome existing problems to improve processing performance.

f. Investigate practices and procedures applicable to receipt transactions when discrepancies are attributable to the DSC.

g. Record analyses in the form of IOM (Inter-Office Memorandum), MFR (Memorandum for the Record) and/or Formal Letter, as appropriate.

h. Disseminate results of analyses among distribution activities concerned as well as DSC Offices/Directorates involved, primarily the Directorate of Supply Operations (DSO). Pertinent information is also used during Command Reviews and Analyses.

5. FLOW CHART

Flow chart not required.